# IV-D53 Fund/Fund Source Edit

The Fund/Fund Source Edit Descriptor Table is a twelve-digit code composed of Funding Fiscal Year, Reference, Fund and Fund Source combinations that can be used to edit Fund and Fund Source combinations entered into the Program Cost Account (PCA) Table or accounting transactions.

The Fund/Fund Source Edit Descriptor Table ID is **53** and is available on the Command **I.5**: Agency Descriptor Tables screen.

## **STRUCTURE**

The Fund/Fund Source Edit Descriptor Table is divided into two segments: the control key and informational elements. The control key uniquely identifies each Fund/Fund Source record and contains the Descriptor Table Identification (ID), Organization Code, Funding Fiscal Year (FFY), Reference, Fund, and Fund Source.

The Organization Code is determined by the Userid. The Reference, Fund, and Fund Source are displayed in the Uniform Codes Manual. The Fund code is defined in the Statewide Fund Descriptor Table (D22).

The informational element segment for the Fund/Fund Source Descriptor Table is the Title (optional).

## **RELATIONSHIP TO OTHER TABLES**

Before the Fund/Fund Source Descriptor Table can be created, the Fund, Fund Source, and Reference codes must be defined in the Statewide Fund Descriptor Table (D22), Statewide Fund Source Descriptor Table (D20), and Reference Descriptor Table (D26) respectively. Also, the Fund and Fund Source codes must be established in the Uniform Codes Manual (UCM).

## **INPUT CODING**

A listing of the fields contained on the Fund/Fund Source Edit Entry screen and/or the activity reports is shown in Exhibit IV-D53-1. The exhibit includes explanations of the fields as well as coding instructions for data entry.

Data entered on the Fund/Fund Source Edit Entry screen is keyed from the Fund/Fund Source Edit Descriptor Table Entry form (CALSTARS 1.53). The form, shown in Exhibit IV-D53-2, is formatted the same as the Entry screen and is available at http://www.dof.ca.gov/html/calstars/forms.htm.

All table maintenance must be recorded on the Table Maintenance Log (CALSTARS 20), as described in the *Table Maintenance Log* section of Chapter IV.

## **FUND/FUND SOURCE EDIT ENTRY SCREEN**

The Entry screen shown below is available through Command I.5.53.

9990 I.5.53: Fund/Fund Source Edit (D53) Entry	04-08-2005 09:33 AM
Function: _ (A=Add, C=Change, D=Delete, N=Next, P=Print Tab (R=Recall Maint/Print, V=View, W=Print Rec)	ole)
FFY :	
REFERENCE >	
FUND >	
FUND SOURCE: _	
TITLE :	
Help Retrn Quit List Dfalt Bkwrd Frwrd Clear	
Command: LP Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9 Help Retrn Quit List Dfalt Bkwrd Frwrd Clear	-PF10PF11PF12

All Fund/Fund Source Edit Descriptor Table maintenance (**A**=Add, **C**=Change, **D**=Delete, **N**=Next, **P**=Print Table, **R**=Recall Maintenance/Print, **V**=View, and **W**=Print Record) may be performed from the Entry screen.

## **FUND/FUND SOURCE EDIT LIST SCREEN**

The List screen is displayed when the **F5**=List key on the Entry screen is pressed.

Most table maintenance (**C**=Change, **D**=Delete, **P**=Print Table, and **R**=Recall Maint/Print, **V**=View, and **W**=Print Record) may be initiated from the List screen. The List screen gives agencies the ability to select multiple records from the screen. Scrolling to another screen for additional selections is not allowed until all selected maintenance is concluded.

An example of the screen is shown below.

```
9990 Fund/Fund Source Edit (D53) List
                                                                       04-08-2005 09:36 AM
Function: _ (P=Print Table)
                                                Go to FFY/Ref/Fund/FS:
              (R=Recall Maint/Print)
Enter under F below: (C=Change, D=Delete, V=View, W=Print Rec)
F FFY REF FUND FS
                                                    TITLE
   2003 001 0001 D GENERAL FUND CLEARING ACCOUNT
  2003 001 0001 G GENERAL FUND
2003 001 0001 R GENERAL FUND REIMBURSEMENTS
2003 001 0044 T MOTOR VEHICLE ACCOUNT
  2004 001 0063 T MOTOR VEHICLE FUEL ACCOUNT
2004 001 0115 O AIR POLLUTION CONTROL FUND
2004 001 0140 O CA ENVIRONMENTAL LICENSE PLATE FUND
Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Retrn Quit
                                                Bkwrd Frwrd Clear
                                                                                     Main
```

The list of records is displayed in FFY, Reference (Ref), Fund, and Fund Source (FS) order. If the Entry screen is blank when **F5** is pressed, the list will begin with the first sequential record for the agency. Otherwise, it will begin with the record shown when **F5** was pressed.

To find a specific record, enter the code in the 'Go to FFY/Ref/Fund/FS' field and press **Enter**. If the requested record exists, it will be the first record listed on the screen. If it does not exist, the list will start with the next sequential record.

To perform maintenance, either enter a  $\bf P$  or  $\bf R$  in the Function Field <u>or</u> enter a  $\bf C$ ,  $\bf D$ ,  $\bf V$  or  $\bf W$  in the F action column to the left of the desired record. Values cannot be keyed in the Function field and the F action column at the same time. However, multiple records may be selected from the F action column.

When multiple records are selected from the List screen and **Enter** is pressed, the first record retrieved is displayed on the Entry screen. When **C** or **D** is selected, the **C** or **D** is inserted in the Function field on the Entry screen. The **F2** key is used to go to the next record. All records are displayed in ascending order (by FFY/Ref/Fund/FS). All maintenance must be completed or cancelled (by pressing **F2** Next) before the List screen may be re-accessed.

## **TABLE MAINTENANCE FUNCTIONS**

The following functions are performed online for an immediate update. Updated records are ready for use as soon as they are successfully entered.

#### A=Add

## From The Entry Screen:

Key an **A** in the Function field and the appropriate values in the FFY, Reference, Fund, Fund Source, and Title fields to **A**dd a record to the Fund/Fund Source Edit Table. When all data is entered on the screen, press **Enter**. If the transaction passes all online edits, it updates the Descriptor Table file. A fresh screen is displayed with blank data fields, and a message confirming that the record was added successfully is displayed at the bottom of the screen.

## From The List Screen:

The Add function is not available on the List screen.

# C=Change

Only the Title field can be changed in the Fund/Fund Source Edit Table. Modification to any other field requires the deletion of the original record and the addition of a new record.

## From the Entry screen:

To **C**hange a record, the record must first be displayed on the screen. To display a record and make a change, either:

- (1) Scroll through the records using the **F7** and **F8** keys, and key a **C** in the Function field of the desired record.
- (2) Key a **V** in the Function field, the appropriate values in the FFY, Reference, Fund, and Fund Source fields, and press **Enter** to **V**iew a record. Key a **C** in the Function field.
- (3) Key a **C** in the Function field, the appropriate values in the FFY, Reference, Fund, and Fund Source fields, and press **Enter**.

Key over the field to be changed, and press **Enter**. When **Enter** is pressed, the record is displayed with the change. A message confirming that the record was changed successfully is displayed at the bottom of the screen.

## From The List Screen:

Key a **C** in the F action column to the left of the desired record(s), and press **Enter** to display the record on the Entry screen. Key over the field to be changed, and press **Enter**. When **Enter** is pressed, the record is displayed with the change. A message confirming that the record was changed successfully is displayed at the bottom of the screen. Use **F2** to proceed to the next selected record or to return to the List screen.

#### D=Delete

## From The Entry Screen:

To **D**elete a record, either:

- (1) Scroll through the records using the **F7** and **F8** keys, key a **D** in the Function field of the desired record, and press **Enter**.
- (2) Key a **V** in the Function field, the appropriate values in the FFY, Reference, Fund, and Fund Source fields, and press **Enter** to **V**iew a record. Key a **D** in the Function field, and press **Enter**.
- (3) Key a **D** in the Function field, the appropriate values in the FFY, Reference, Fund, and Fund Source fields, and press **Enter**.

The record and the Action Confirmation pop-up screen are displayed. An example of the pop-up screen is shown below.

ACTION CONFIRMATION

Delete Descriptor Record

Press PF4 to confirm; PF2 to cancel

If **F4** is selected, the record is deleted immediately.

If **F2** is selected, the record remains in the Fund/Fund Source Edit Table.

A message confirming that the record was deleted successfully or that the **D**elete function was cancelled is displayed at the bottom of the screen. When either is selected, the record remains on the Entry screen, and the Function field is blank.

## From The List Screen:

Key a **D** in the F action column to the left of the desired record, and press **Enter**. The record and the Action Confirmation pop-up screen are displayed.

If **F4** is selected, the record is deleted immediately.

If **F2** is selected, the record remains in the Fund/Fund Source Edit Table.

A message confirming that the record was deleted successfully or that the **D**elete function was cancelled is displayed at the bottom of the screen. When either is selected, the record remains on the Entry screen, and the Function field is blank. Use **F2** to proceed to the next selected record or to return to the List screen.

#### N=Next

## From The Entry Screen:

**N**ext performs the same as the **A**dd function, except the data remains on the screen after **Enter** is pressed.

## From The List Screen:

The **N**ext function is not available on the List screen.

#### P=Print Table

The **P** function provides agencies the option of generating an electronic report file of the Fund/Fund Source Edit Descriptor Table Listing Report and/or printing the report. The report contains all records within the Fund/Fund Source Edit Table and is displayed in Exhibit IV-D53-3.

## From The Entry Screen Or The List Screen:

Key a **P** in the Function field, and press **Enter** to display the Print/Report File Selection pop-up screen. An example of the pop-up screen is shown below.

```
Print/Report File Selection
Descriptor Table - Fund/Fund Source Edit (D53)

_ Enter Destination:
F=Report File only
Report File: CS9990.CSI902.TBL-D53.IQ.D2050408.T103218
P=Printer Output and Report File
Printer ID : CTP2 Report Class: Z Report ID: ITBL
Report File: CS9990.CSI902.TBL-D53.IQ.D2050408.T103218
O=Printer Output after Overnight Processing
Printer ID : CTP2 Report Class: A Report ID: TBLE

Press Enter to submit the request, or press PF2 to cancel
```

Key one of the following 3 options in the Destination field:

- ◆ F Immediately generates an electronic report file of the Fund/Fund Source Edit Descriptor Table Listing Report (CSI90253)
- P Immediately generates an electronic report file (CSI90253) and ROPES the Fund/Fund Source Edit Descriptor Table Listing Report (CSI90253) to an agency printer

 O - ROPES the Fund/Fund Source Edit Descriptor Table Listing Report (CSB90253), including the current day's maintenance, to an agency printer after overnight processing is completed

When **Enter** is pressed, a confirmation message is displayed at the bottom of the screen.

**Note**: To request a change to the printer/file destination or output media for a specific report, send an e-mail to <a href="mailto:calstars@dof.ca.gov">calstars@dof.ca.gov</a>. Include 'Report Routing' in the subject line.

## R=Recall Maint/Print

The Recall function is used to delete overnight table maintenance before it is processed. For the Fund/Fund Source Edit Table, overnight print maintenance (option O) is the only maintenance that may be recalled.

## From The Entry Screen Or The List Screen:

Key an **R** in the function field and press **Enter** to display the Recall Overnight Maintenance/Print Request pop-up screen as shown below.

```
Recall Overnight Maintenance/Print Request
Descriptor (DT) Table

Select one or more with a 'Y':

Remove the request to Print D53
*** End of Data ***

Press Enter to remove the request(s).
PF2
Retrn
Bkwrd Frwrd
```

Key a **Y** in the field to the left of the desired maintenance or print request, and press **Enter** to delete the request. A confirmation message is displayed at the bottom of the screen.

## V=View

## From The Entry Screen:

Key a **V** in the Function field, the appropriate values in the FFY, Reference, Fund, and Fund Source fields, and press **Enter** to **V**iew a record. A confirmation message is displayed at the bottom of the screen.

## From The List Screen:

Key a **V** in the F action column to the left of the desired record, and press **Enter**. A confirmation message is displayed at the bottom of the screen. Use **F2** to proceed to the next selected record or to return to the List screen.

## W=Print Record

The **W** function immediately prints a single record report (CSI902053) <u>and</u> generates a single record report file from the Fund/Fund Source Edit Table. The printed report is ROPED to the agency printer in the ITBL queue. The electronic report file naming convention is CSxxxx.CSI902.TBL-D53.IQ.Dcyymmdd.Thhmmss.

## From The Entry Screen:

Key a **W** in the Function field, the appropriate values in the FFY, Reference, Fund, and Fund Source fields, and press **Enter** to print the record and generate the report file. The record is displayed with a confirmation message at the bottom of the screen.

## From The List Screen:

Key a **W** in the F action column to the left of the desired record, and press **Enter** to print the record and generate the report file. The record is displayed on the Entry screen with a confirmation message. Use **F2** to proceed to the next selected record or to return to the List screen.

# **FUNCTION (F) KEYS**

The program function keys are used for online help, for efficient navigation to various online screens, for establishing defaults, and for clearing the screen. The following F keys are available for the Fund/Fund Source Edit Descriptor Table screens:

**F1=Help**—The following two types of online help is available on pop-up screens:

• Field look-up assistance is available for fields that display a ">" (greater than) sign to the right of the field label. When the cursor is placed on any space

- within a field having a ">" and **F1** is pressed, a pop-up screen displays a list of the available values for that field. To locate a desired code, use the F7 and F8 keys to scroll through the listing or use the search option. To begin a search, enter a portion or all of a number in the field at the top of the pop-up window and press Enter. To insert a code on the Entry screen, use the mouse or arrow keys to place the cursor on the row that includes the desired code. The code is automatically inserted on the Entry screen when Enter is pressed.
- General text information is available when the cursor is placed on the screen and **F1** is pressed. This does not apply for fields with look-up assistance.
- **F2=Retrn** (Return) or **Next**—The following two functions are available for the **F2** key.
  - **Retrn**—Exits the present activity and displays the prior or higher order menu or screen. All data entered on the screen, but not accepted before exiting, is lost.
  - Next—When more than one record is selected for action from the List screen and Enter is pressed, the first selected record is displayed. The label below the F2 key changes from Retrn to Next. When F2=Next is pressed, the next selected record is displayed. When the last record is displayed, F2 changes from Next to Retrn.
- **F3=Quit**—Exits the present activity in preparation for CALSTARS logoff. An action confirmation pop-up screen will display to confirm the **Quit** action. Data entered on the screen, but not accepted for processing, remains on the screen if **F2** (resume) is selected. When **F3** is selected, the CALSTARS logoff is initiated. All data entered on the screen, but not accepted for processing, is lost.
- **F5=List**—Displays the Fund/Fund Source Edit List screen.
- F6=Dfalt (Default)—Locks and unlocks fields for data entry. Defaults may be set to retain coding information for use in consecutive transactions and to "skip" unused fields so the cursor stops only at fields to be keyed. Values cannot be changed in locked fields.

#### To set Defaults:

- 1. Enter data in the fields that are to become defaults (i.e., used in the current and subsequent transactions).
- 2. To skip fields that will <u>not</u> be used, enter a period (.) in the <u>first</u> position of the fields.

3. Press **F6** to lock these fields as defaults. This changes the characters to green and the underline is removed.

Enter the remainder of the data needed for the transaction, and press **Enter** to 'save' the transaction.

Defaults may be turned on or off at any time during the transaction entry process by alternately pressing **F6**.

**F7=Bkwrd** (Backward)—Go to the previous record (page of records).

**F8=Frwrd** (Forward)—Go to the next record (page of records).

F9=Clear—Erases all keyed fields except any fields locked by F6=Dfalt.

**F12=Main**—Go to the CALSTARS main menu. All data entered on the screen, but not accepted for processing, is lost.

#### FUND/FUND SOURCE EDIT DESCRIPTOR TABLE REPORTS

The following reports are system generated:

- ❖ Fund/Fund Source Edit Descriptor Table Activity Report (CSB90153) This report displays each transaction successfully entered on-line during the work day. It is produced after overnight processing whenever on-line table maintenance is completed. The report is displayed in Exhibit IV-D53-3.
- Fund/Fund Source Edit Descriptor Table Upload Activity Report (CSB90453)

   This report displays each transaction processed from external input files and a corresponding error code and message, if applicable. The report is shown in Exhibit IV-D53-3.

The following report is produced upon agency request:

♣ Fund/Fund Source Edit Descriptor Table Listing Report (CSB90253/CSI90253) - This report is produced when function P=Print Table or W=Print Rec (1 record only) is entered on an Fund/Fund Source Edit screen. The report is displayed in Exhibit IV-D53-3.

## **CONTROL**

The Fund/Fund Source Edit Descriptor Table Activity Report (CSB90153) and the Fund/Fund Source Edit Descriptor Table Upload Activity Report (CSB90453) should be proofread to ensure that all maintenance was entered correctly.

A control log and the activity reports should be maintained for the same amount of time as the accounting transactions they control.

# EXHIBIT IV-D53-1

Data Element	Length	Contents
Control Key:		
DESCRIPTOR TABLE ID (D53)	2	The <b>Descriptor Table ID</b> is automatically set based on the CALSTARS I.5: Agency Descriptor Tables menu selection.
ORGANIZATION CODE (ORG CODE)	4	The <b>Organization Code</b> is automatically set based on the signon used. It cannot be altered.
FUNDING FISCAL YEAR (FFY)	4	Enter the Funding Fiscal Year.
REFERENCE (REF)	3	Enter the <b>Reference</b> code. (Must be defined in Descriptor Table 26.)
FUND	4	Enter the <b>Fund</b> code. (Must be defined in Statewide Descriptor Table 22.)
FUND SOURCE (FS)	1	Enter the <b>Fund Source</b> code. (Must be defined in Statewide Descriptor Table 20.)
Informational Elements:		
TITLE	50	Enter the Fund/Fund Source Edit title. (optional)
THE FIELD BELOW IS I	DISPLAYED O	N THE ENTRY SCREEN AND REPORTS.
LAST PROCESSED DATE (LP DATE)	2+2+4	The Last Processed Date is the last date the record was updated by table maintenance. This field is automatically set when a transaction is processed. It cannot be altered directly by the user.
THE FIELDS BELOW A	RE ONLY DIS	PLAYED ON THE REPORTS.
TRANSACTION DATE (TRANS DATE)	2+2+4	The Transaction Date identifies the date the transaction was processed.
TRANSACTION TIME (TRANS TIME)	2+2+2	The Transaction Time identifies the time the transaction was processed.
USER IDENTIFICATION (USERID)	7	The User Identification identifies who did the transaction.

CALSTARS 1.5 (revised 04-29-2005)	FUND/FUND SOURCE EDIT (D53) DESCRIPTOR TABLE ENTRY FORM ORG:
PREPARED BY:	DATE: ENTERED BY: DATE:
FUNCTION	(A=Add, C=Change, D=Delete, N=Next, P= Print Table) (R=Recall Maint/Print, V= View, W=Print Record)
FFY	Reference Fund Fund Source
TITLE	
FUNCTION	(A=Add, C=Change, D=Delete, N=Next, P= Print Table) (R=Recall Maint/Print, V= View, W=Print Record)
FFY	Reference Fund Fund Source
TITLE	
FUNCTION	(A=Add, C=Change, D=Delete, N=Next, P= Print Table) (R=Recall Maint/Print, V= View, W=Print Record)
FFY	Reference Fund Fund Source
TITLE	
FUNCTION	(A=Add, C=Change, D=Delete, N=Next, P= Print Table) (R=Recall Maint/Print, V= View, W=Print Record)
FFY	Reference Fund Fund Source
TITLE	
REPORT DE	STINATION IF P=PRINT TABLE FUNCTION SELECTED (F=Report File only, P=Printer Output and Report File) (O=Overnight Printer Output)

# EXHIBIT IV-D53-3

		FUND F		**************************************				ERROR MESSAGES	-
			_						
2004	301	0001 G	A	GENERAL FUND	04-20-2004	11:30:23 AM	CSAQQQQ		
2004	302	0001 G	A	GENERAL FUND	04-20-2004	11:30:53 AM	CSAQQQQ		
2004	302	0044 T	A	MOTOR VEHICLE ACCOUNT	04-20-2004	01:29:05 PM	CSAQABC		
2004	302	0140 0	A	CA ENVIRONMENTAL LICENSE PLATE FUND	04-20-2004	01:30:00 PM	CSAQABC		
2004	302	0890 F	A	FEDERAL FUNDS	04-20-2004	01:30:20 PM	CSAQABC		
2004	303	0001 G	A	GENERAL FUND	04-20-2004	01:30:40 PM	CSAQABC		
2004	303	0001 R	A	GENERAL FUND REIMBURSEMENTS	04-20-2004	01:31:02 PM	CSAQABC		

04/2	0/200	4 (17:58	) **************	******* RUN PAGE:	1
FFY	REF	FUND FS	TITLE	LP DATE	
 1988	001	0001 D	GENERAL FUND CLEARING ACCOUNT	04-01-1988	
1988	001	0001 G	GENERAL FUND	04-01-1988	
1988	001	0001 R	GENERAL FUND REIMBURSEMENTS	04-01-1988	
1988	001	0044 T	MOTOR VEHICLE ACCOUNT	04-01-1988	
1988	001	0063 Т	MOTOR VEHICLE FUEL ACCOUNT	04-01-1988	
1988	001	0115 O	AIR POLLUTION CONTROL FUND	04-01-1988	
1988	001	0140 O	CA ENVIRONMENTAL LICENSE PLATE FUND	04-01-1988	
1988	001	0261 0	OFF HIGHWAY LICENSE FEE FUND	04-01-1988	
1988	001	0332 0	VEHICLE LICENSE FEE ACCOUNT	04-01-1988	
1988	001	0427 S	CLEAN FUELS ACCOUNT	04-01-1988	
1988	001	0434 S	AIR TOXICS INVENTORY AND ASSESSMENT ACCT	04-01-1988	
1988	001	0454 O	HAZARDOUS SUBSTANCE ACCOUNT	04-01-1988	
1988	001	0890 F	FEDERAL GOVERNMENT	04-01-1988	
1988	002	0001 G	GENERAL FUND AUGMENTATION	07-30-1988	
1988	301	0001 G	GENERAL FUND REGIONAL CENTER	07-30-1988	
1988	301	0427 S	CLEAN FUELS ACCOUNT REGIONAL CENTER	07-30-1988	

# EXHIBIT IV-D53-3 (Continued)

		CALSTARS FUND/FUND SOURCE EDIT DESC TABLE	E (D53) UPLOAD AC	TY REPORT		ORG PAGE:	1
04/20/2004 (17:5	8) *	************					1
FFY REF FUND FS	F	TITLE	TRANS DATE	TRANS TIME	USERID	ERROR MESSAGES	
	-						
2004 301 0001 G	C	GENERAL FUND				M10 NO CHNG MADE TO	REC
2004 302 0001 G	A	GENERAL FUND	04-20-2004	05:58:00 PM	UPLOAD		
2004 302 0044 T	A	MOTOR VEHICLE ACCOUNT	04-20-2004	05:58:00 PM	UPLOAD		
2004 302 0140 0	A	CA ENVIRONMENTAL LICENSE PLATE FUND	04-20-2004	05:58:00 PM	UPLOAD		
2004 302 0890 F	A	FEDERAL FUNDS	04-20-2004	05:58:00 PM	UPLOAD		
2004 303 0001 G	A	GENERAL FUND	04-20-2004	05:58:00 PM	UPLOAD		
2004 303 0001 R	Α	GENERAL FUND REIMBURSEMENTS	04-20-2004	05:58:00 PM	UPLOAD		